



FREDERICK COUNTY GOVERNMENT

DIVISION OF PLANNING & PERMITTING

Livable Frederick Planning & Design Office

Jan H. Gardner
County Executive

Steven C. Horn, Division Director
Kimberly Golden Brandt, Director

MEMORANDUM

TO: Historic Preservation Commission
FROM: Beau Lockard, Historic Preservation Planner
DATE: September 20, 2022
RE: Rural Historic Preservation Grant Disbursement

Issue:

What percentage of grant funds should initially be disbursed to the awardees of the Hamilton Shafer Farm and Jacob Smith Tavern projects?

Background and Discussion:

The Rural Historic Preservation Grant Guidelines approved by the County Council state that the initial disbursement percentage for an awarded grant project will be determined by the Historic Preservation Commission. The initial disbursement can be between 25 to 50% of the total project award. Once the initial disbursement has been made, the remaining grant funds will be reimbursed to the awardee at the following benchmarks. At 50% completion of the project, an additional 25% may be reimbursed with the remainder of the award reimbursed at project completion.

The awarded projects are ready to receive the initial disbursement of grant funding. These projects are associated with the Hamilton Shafer Farm (CR# 21-07) and the Jacob Smith Tavern (CR#20-01). Below is a summary of the projects, the awarded amounts, and potential percentage disbursements.

<i>Property Name</i>	<i>Project Summary</i>	<i>Grant Award</i>	<i>25% Disbursed</i>	<i>33% Disbursed</i>	<i>50% Disbursed</i>
<i>Hamilton Shafer Farm</i>	Window, door and shutter repairs and replacements	\$49,975	\$12,494	\$16,658	\$24,987

<i>Jacob Smith Tavern</i>	Tavern roof replacement	\$39,720	\$9,930	\$13,240	\$19,860
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Review of the estimates for the projects does not show how much of a down payment is required to start work. Typically, up to one-third of the project cost is required by contractors to start the work.

Staff Recommendation:

Staff recommends that the Commission approve one-third or 33% of the grant award to the awardees as this amount should meet the initial deposit required by most contractors.